



Facilities Management

Monthly Report

January 2021

Carnegie House, Wyndham Street, Bridgend, CF31 1EF
01656 815757



1.0 DECEMBER 2020

The following sections provide a brief summary of the work completed by the FM team throughout December 2020 and January 2021.

1.1 Carnegie House

1.1.1 Compliance

Following the last report to Council, BCBC's Corporate Landlord team have confirmed that they are no longer able to provide a Service Level Agreement for building maintenance services at Carnegie House. A risk log identifying building compliance priorities is attached and the team are working towards preparing a schedule of potential accredited contractors to seek quotes for the delivery of the work within required frameworks.

1.1.2 Electrical Installation Condition and Emergency Lighting

All remedial works identified in the Electrical Installation Condition Report – EICR and three hour emergency lighting test have been completed. The EICR is valid until September 2025, though any electrical installation alterations will require a partial EICR on completion (please note none currently proposed). The full three hour drop test of the emergency lighting will need to be reviewed in September 2021 in line with current legal requirements. In the meantime the team are working towards preparing schedules for regular 'flick' tests to undertaken by the in-house team.

1.1.3 Deep Clean

The second monthly deep clean has been completed as part of the agreed contract with Bio Genie Hygiene for an initial period of three months. The third deep clean is due in January.

1.1.4 Guttering

Two quotes have been received (a total of five quotes were sought). Only one company, JJPM Wales, have provided details of safe working practices as part of their quote. The cost is slightly above the other quotes received, however includes the recommendation that scaffolding is used to complete the required work following safe practice. This may also help identify any potential problems or damage to the guttering which may be contributing to the damp on the south west wall. Permission is being sought from the adjoining property owner for access and erection of scaffolding.

1.2 New Town Hall, Sunnyside

1.2.1 Occupation

The caretaker and outdoor team have continued to undertake some maintenance works to the building, including:

- Completion of clearance of the guttering
- Clearance of the moss from the glazed panels to the 'garden room'
- Repairs to the plant room lock, garden gate and internal doors to improve building security
- Liaising with heating engineer for replacement of the boiler controller (replacement under warranty of the panel installed in October by BCBC). This is currently set to frost protection only.



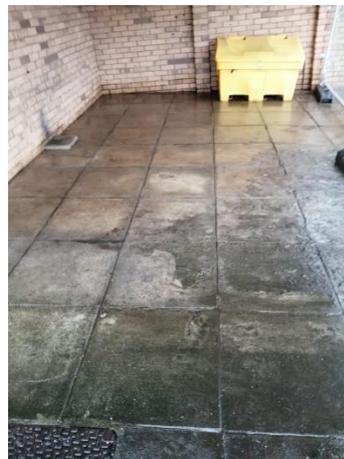
Facilities Management
Monthly Report
January 2021



1.2.2 Security

CCTV – the team have compiled a schedule of local accredited companies for the commissioning, supply and installation of a permanent security system together with its on-going monitoring and maintenance. This will include CCTV, intruder alarm and out of hours keyholding / alarm response.

Homelessness/Rough Sleeping – following on-going work by the Council with partner organisations accommodation was found for two of the persons who had sought refuge in the garden shelter. This area was then secured by the outdoor team using HERAS panels donated by LINC Cymru for this purpose and subsequently cleared and disinfected.



Further enquiries are being made with BCBC's Housing team with regard to the occupant of the tent at the rear of the building.

1.2.3 Compliance

The team have prepared a schedule for the coming year of all servicing and maintenance contracts required to ensure compliance under health and safety regulations, legislation and insurance purposes.

1.2.4 National Non Domestic Rates

An application has been made to the local rating authority for partial empty rates relief under s44a (Local Government Finance Act 1988). Should this be approved by HMRC the Town Council will receive a discount at the end of the financial year.



1.3 Allotments

1.3.1 Communication

In preparation for the coming year the team have undertaken informal inspections of all allotment sites and updated site schedules. Formal inspections of the sites will recommence when current coronavirus regulations are updated to enable this. Work has been undertaken reviewing and updating the waiting list, which is now in excess of 130 applicants, with 67 from non-Bridgend Town ward residents. It is anticipated that offers can be made for a few plots that will be vacant as at the end of the current financial year. A proposal has been made to prepare a “welcome pack” to issue to all new tenants and work is ongoing on this.

In the past a newsletter had been issued to all allotment tenants however this has not happened for some time. In order to improve communications this has been revived and a new newsletter has been prepared for all tenants which will be included with the tenancies which are due to be sent out within the next few weeks. Work has also begun on articles to be included in upcoming newsletters and it is hoped that plot holders will contribute articles of their own to help encourage a sense of community within each site.

1.3.2 Jubilee Road Shed

The team have installed a lock to the Council owned shed at Jubilee Road allotments to act as a temporary store of basic equipment to support lone working of the team during the restrictions. Keys have been provided to the allotment representative.

1.3.3 Environmental Issues

The Facilities Team has been exploring potential opportunities to work with plot holders to help improve biodiversity on the sites and a report will be provided on this in due course.

1.4 Dog Waste bins

1.4.1 Cleansing

A significant increase in the use of the bins by the public has been noted, particularly during the current restrictions and over the Christmas period. The team are continuing to undertake regular cleaning of all bins to minimise cross contamination where possible. This has resulted in the dog bins rounds taking longer than usual.

1.5 Community

1.5.1

Ongoing community maintenance is ongoing including:

- Cleansing of street furniture:



Facilities Management
Monthly Report
January 2021



- General grounds maintenance, including weeding and litter picking
The following photographs show before and after work undertaken at Wildmill Precinct children's play area



- Inspection of all Town Council funded grit bins to check grit levels, general condition and removal of litter.
- New Inspection Regimes are being developed to ensure records are formalised across all assets spread throughout the Town Council area. Work is also ongoing to consolidate the locations of all assets within an easily accessible mapping system and once finalised it is hoped a demonstration of the system can be given to Councillors.



2.0 JANUARY/FEBRUARY 2021

2.1 Compliance – Carnegie House & New Town Hall

To seek quotes in accordance with matters identified on the risk log (attached). Where appropriate contracts will be sought for servicing and maintenance of items relevant to both sites. Priorities for the upcoming month include:

2.1.1 Fire Safety

- Fire Risk assessment for Carnegie
- Fire alarm maintenance and monitoring for both sites
- Fire extinguisher servicing for Carnegie and supply for the New Town Hall

2.1.2 Waste

General waste and recycling contracts for both sites together with an application for a waste carrier's licence (lower tier registration) from Natural Resources Wales for the transportation of dog waste.

2.2 Carnegie House

2.2.1 Damp

To source building surveying / damp specialists to further investigate source of damp to rear of south-west wall to allow for the necessary repair. It is expected that the plaster will need to be removed from the wall and steps taken to allow drying out as a minimum.

2.2.2 First Floor Cleaners Cupboard – new shelves

The completion of this work is still outstanding due to social distancing recommendations. The work requires the removal of the existing shelving and making good which requires two members of the team to complete for health and safety reasons.

2.3 New Town Hall

Monitoring rough sleeping at the site and general day to day maintenance.

2.4 Allotments

Continued inspections of all allotment sites and assist the Finance Team in sending out new tenancy agreements and collecting fees.

2.5 Community Assets

On- going inspection of community assets. This is to ensure:

- the accuracy of ownership / maintenance responsibility records
- record condition and undertake any necessary repairs
- inform asset maintenance schedule.

Painting of street furniture to be undertaken when weather conditions permit (dry and above 10° C for metalwork).

Rhiannon Stone
January 2021